



CITY OF LAS VEGAS
 1700 North Grand Avenue
 Las Vegas, New Mexico 87701
 Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 220297

Date: 07/22/2021

Request #: 290164

Vendor #: 06903

ISSUED TO: STANTEC CONSULTING SERVICES INC.
 13980 COLLECTIONS CENTERS DRIVE
 CHICAGO, IL 60693-

SHIP TO: City of Las Vegas
 Attn:Utilities Department
 905 12th Street
 Las Vegas, NM 87701

Vendor Fax #:

| ITEM | UNITS | DESCRIPTION | PRICE | PROJ | GL ACCOUNT NUMBER | AMOUNT |
|------|-------|--|-------|------|-------------------|-----------|
| 1 | 0 | Professional Engineering Service Ref. to PO #210338 design for Hot Spring Sewer line replacement Bid# 2017-30 Awarded 7/19/2017 3340-17 | 0.00 | | 613-0000-650-8113 | 33,894.58 |

DEPARTMENT ORDER

Approved By:

Date:

7/22/2021

| | |
|------------------|-----------|
| SUBTOTAL: | 33,894.58 |
| TAX: | 0.00 |
| SHIPPING: | 0.00 |
| TOTAL | 33,894.58 |

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

RECEIVED

Open PO

JUL 08 2021

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.:

290164

City of Las Vegas
Accounting Department

CHECK APPROPRIATE BOX

DATE:

7-1-2021

RECEIVED

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- ☐ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;
- ☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- ☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

JUL 08 2021

City of Las Vegas
Accounting Department
☒ BID NO.: 2017 - 30 AWARDED: 7 / 19 / 17 ; CONTRACT NO.: 3340-17

(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE) 7.19.2021

- ☐ SPD CONTRACT; SPD NO.: _____ EXPIRES: ____/____/____
- ☐ EXEMPT PURCHASE; Provide Section No. _____
- ☐ GSA CONTRACT; GSA NO.: _____ EXPIRES: ____/____/____
- ☐ PROFESSIONAL SERVICES; _____
- ☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS PRIOR TO PROCURING GOODS AND/OR SERVICES.
- ☐ OTHER CITY CONTRACT: NO: _____ EXPIRES ____/____/____
- ☐ EMERGENCY; _____ SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Professional Engineering Services for design for Hot Springs sewer
line Replacement Ref. to PO # 210338

IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED

| DATE | NAME OF VENDOR | PHONE NUMBER | PERSON CONTACTED | PRICE QUOTED |
|------|----------------|--------------|------------------|--------------|
| | Stantec | 575 587-6445 | Niven Romero | |
| | | | | |
| | | | | |

(If needed, attach additional quote documentation to this requisition)

| LINE | QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | SUB TOTAL |
|------|----------|------|---|------------|-----------|
| 1 | 1 | EA | Engineering Services for design sewer line replacement | 33,894.58 | 33894.58 |
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VENDOR: Stantec Consulting Services TOTAL: \$ 33894.58

ADDRESS: 13960 Collections Center Drive Chicago IL 60693

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ 400,000. -

EXPENDED TO DATE \$ 0

CURRENT EXPENSE \$ 33,894.58

BALANCE \$ 366,105.42

SIGNATURE OF PERSON REQUESTING

613-0000-650-8113

FUND DEPARTMENT ACTIVITY

APPROVED BY: D. Chang 7/12/2021 BUDGET AVAILABLE YES: ☒ NO: ☐

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT

Received 7/12/21 AV

STATE OF NEW MEXICO
EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency: City of Las Vegas

Agency Chief Procurement Officer: Mrs. Helen Vigil

Telephone Number: (505) 454-1401

II. Name of Contractor: Occam Engineers Inc. (Stantec)

Address of Contractor: 13980 Collections Center Drive
Chicago, IL 60693

Amount of prospective contract: \$33,894.58

Term of prospective contract: 90 Days

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

The project consist of the Preliminary and Final Design of a replacement sewer main, including replacement/rehab of 3 existing manholes and replacment of existing services to the property line as necessary along Hot Springs Boulevard between Mora and Bernalillo Street. The project scope of work includes the preliminary design, final design to be incorporated into the Hot Springs Blvd Improvements project. This scope of work is only a protion of the Ht Springs Streets, Water, and Sewer Improvements and should not be considered a standalone project.

- IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

The contract for the design of this project is 90% complete and is in final design review by the City and the funding agent. Plans for construction bid are in process and it is contingent on the design engineer's involvement to complete this project as designed.

Original contract 3340-17 has expired (Addendum #3)

- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

The project management office will insure to contract design engineers with sufficient time to complete a project from conception, design, bid, construction and completion of the project. Additionally the project management office is in the competitive process for contracting design engineers at this time.

- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

In the future the project management office will insure that contract engineers will have sufficient time on the contract to complete a project from concept to completion of construction.

Certified by:



Department Director

Date: 7/22/21

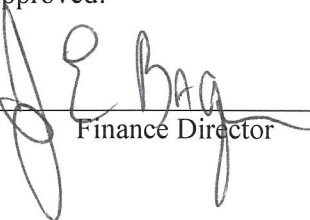
Approved by:



Procurement Officer

Date: 7/22/2021

Approved:



Finance Director

Date: 7.22.21



City of Las Vegas

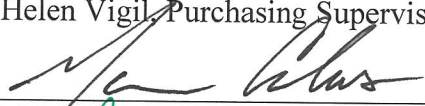
1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

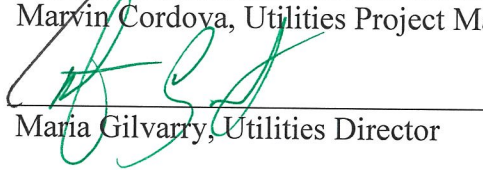
Mayor Louie A. Trujillo

0164

MEMORANDUM

TO: Helen Vigil, Purchasing Supervisor

FROM: 
Marvin Cordoya, Utilities Project Manager

THRU: 
Maria Gilvarry, Utilities Director

DATE: July 1, 2021

RE: Stantec Consulting Services

This is a request for a Purchase Order for Stantec Consulting Services Engineering Services for design of the Hotsprings sewer line replacement in the amount of \$33,894.58. Please refer to PO #210338 due to on-going project.

Feel free to contact me with any questions. Thank you.

XC: File

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Elaine Rodriguez
Councilor Ward 3

David G. Romero
Councilor Ward 4